

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**  
**Third Annual Report on Progress and Accomplishments in Implementing the Federal**  
**Financial Assistance Management Improvement Act of 1999 (Public Law 106-107)**

Over the past year, the Department of Housing and Urban Development (HUD), through the Office of Departmental Grants Management and Oversight (ODGMO), has provided leadership for the simplification and consolidation of grant application and reporting requirements for all HUD grant programs and for improving the effectiveness of funded programs. HUD's eGrants goal is to leverage technology to empower our business partners, program offices and the Department as a whole to increase housing and development services to quantitatively improve communities. HUD's eGrants effort will enable HUD Program Offices to use shared processes and common data in the management of HUD's programs. The Department believes that technology will enable HUD to further simplify and streamline its grant processes and data requirements.

HUD's initiatives and activities in support of simplification efforts for this reporting period include the accomplishments described below.

**I. Participation in the Government-wide Streamlining and Grants.gov Efforts**

**Public Law 106-107 Working Groups.** HUD is an active member of the Public Law (P.L.) 106-107, the Federal Financial Assistance Management Improvement Act of 1999, Working Group meetings to streamline, simplify and consolidate grant program application submission and reporting requirements; and, identify areas where consolidation and streamlining of grant programs are more easily achieved. ODGMO advocated HUD's interest to ensure that the Department's opinions, processes, procedures and ideas were expressed and considered by the group throughout the process. HUD served in the following groups covering both discretionary and mandatory programs:

- Pre-Award Group;
- Post-Award Group; and
- Audit Oversight Group.

Under the Post-Award Group, HUD chaired the development of a common property report, which is being cleared by the other federal grant making agencies for final distribution to the Office of Management and Budget (OMB) for approval and publication in the Federal Register.

HUD was part of a subset of agencies, which participated in the Interagency Administrative Requirements Subcommittee under the Pre-Award Group to develop standard terms and conditions to be used for grant and other federal financial assistance programs across the federal government. The Working Group took a subset of the OMB Circular and developed a model approach for placing standardized administrative requirements in Title 2 of the Code of

the Federal Register (CFR). The Working Group also developed a model of how an agency's terms and conditions would look utilizing the model approach. The proposed approach and work products were provided to the Grants.gov and OMB for their review. If the approach is approved, the Working Group will continue its efforts to incorporate all administrative requirements into Title 2 of the CFR.

HUD participated in the Mandatory Programs Working Group Subcommittee under the Pre-Award Group to establish Standard Form (SF)-424 to be used by mandatory programs when submitting application or plans to federal agencies for review and approval. A model cover page to the Mandatory Program SF-424 has been forwarded to Grants.gov for review prior to submission to OMB for approval. The SF-424 mandatory program cover page establishes the data standard for electronic application submission through Grants.gov.

HUD worked with the Reports Subcommittee under the Post-Award Group to establish standard financial status reporting requirements for all programs through Grants.gov.

**Streamlining Efforts via Federal Register Notices.** HUD has vigorously supported and worked to implement the streamlining efforts adopted by OMB. As a result, HUD has issued or is in the process of issuing the Federal Register notices described below.

- April 26, 2004 – Published interim rule in the Federal Register to implement OMB's Data Universal Numbering System (DUNS) policy making it widely applicable to HUD funding programs by amending 24 CFR Part 5 to add a new Subpart K that requires organizations that apply for HUD grants or other financial assistance to provide a DUNS number with the application. The interim rule covers funds awarded as a grant, cooperative agreement, capital fund or operating fund subsidy, capital advance, Section 8 and Section 108 Loan Guarantees. The DUNS requirement does not apply to Federal Housing Administration (FHA) insurance or loan guarantee transactions that are not associated with a grant program or a grant award. HUD received no comments during the comment period, and is in the process of issuing the final rule.
- June 2, 2004 – Proposed rule for mandatory on-line application submission was submitted for Departmental clearance. The rule establishes a requirement for electronic application submission for grants, cooperative agreements, capital fund or operating subsidy, capital advance, Section 8 or Housing Choice Vouchers and loan guarantee programs associated with grant programs or grant program awards when HUD places the application package online at [www.grants.gov/Apply](http://www.grants.gov/Apply).

In addition, all of the OMB Notices resulting from the P.L. 106-107 Working Groups were distributed to HUD managers and staff and posted on HUD's website as part of our outreach to our applicant/grantee community. The following items were posted to HUD's website at <http://www.hud.gov/offices/adm/grants/pl-106107/pl106-107.cfm>:

- May 11, 2004 – Cost Principles for Educational Institutions, State, Local Government and Indian Tribal Governments, and Non-Profit Organizations. Final

Notice amending OMB Circulars A-21, A-87, and A-122 to make similar cost items consistent across the circulars;

- May 10, 2004 – OMB Notice issuing Government-Wide Guidance for Grants and Agreements under 2 CFR;
- May 10, 2004 – OMB Notice of Relocation of OMB Circular A-110 to 2 CFR Subtitle A, Chapter II, Part 215; and
- November 26, 2003 – OMB Notice of Government-Wide Debarment and Suspension (Nonprocurement) and Requirements for Drug-Free Workplace (Grants), Rules (Final and Interim Final).

**Grants Line of Business Task Force.** HUD has actively participated in the Grants Line of Business Request for Information (RFI) and Task Force efforts to define and identify a common grants management solution(s) that would work for all the 26 federal grant making agencies. In June 2004, the Task Force successfully completed the review of submissions received in response to the RFI for the Grants Management Line of Business (GMLoB).

The GMLoB goals are to: determine areas of commonality in grants processes and procedures among the 26 federal grant making agencies; determine if there is a common solution or solutions to allow for fully electronic grants management capability, provide for the exchange of data and information at the federal level and with federal business partners at the state and local level; improve customer access to grant opportunities; support the development and submission of grant proposals through Grants.gov; improve the efficiency of the reporting procedures to increase the use and reuse of information; and optimize post-award and closeout actions. The Task Force has developed a white paper that is under review by the federal agencies and is carefully following the work products as HUD develops strategic plans for interface with Grants.gov and back-office system(s).

**Grants.gov Executive Board.** HUD is a member of the Grants.gov Executive Board and has provided \$2.7 million in Fiscal Year (FY) 2004 to support the Grants.gov /Find and Apply.

**Grants.gov Staffing.** In fulfillment of its commitment to support the Grants.gov Program Management Office, HUD has detailed one full-time equivalent (FTE) for almost two years.

**HUD Seventh Annual Super Notice Of Funding Availability (SuperNOFA).** HUD completed its seventh annual SuperNOFA on May 14, 2004. HUD's consolidated NOFA contains notices of funding availability for approximately \$2.3 billion in HUD program funds covering 49 grant categories within programs operated and administered by HUD offices. The SuperNOFA has allowed HUD to develop common procedures and forms covering its competitive grant programs. The SuperNOFA utilizes a set of 12 common forms for capturing applicant information, detailed budget information, and performance goals tied to specific activities and tasks in the application submission. The use and reuse of common forms promotes citizen access and understanding, customer service, agency financial and technical stewardship, and streamlines and consolidates information across all program areas.

**Performance Measurements Instituted in HUD's Grant Programs.** ODGMO has instituted the use of a Results Oriented Management Assessment Logic Model across programs to begin to baseline performance metrics in our grant programs. The goal is for grantees to define, measure and account for their performance. In FY 2004, all but two of HUD's competitive programs adopted the use of the Logic Model, and ODGMO is in discussions for full utilization in FY 2005. ODGMO is also in the process of conducting an assessment of the quality of the Logic Models submitted with the FY 2003 funding applications and the results achieved and assisting program areas and grantees in improving the quality of the Logic Models, and, therefore, the effectiveness of their programs. HUD intends to assess the Logic Models on an annual basis and eventually develop a baseline for creating performance metrics for each HUD funded program.

**Record Retention and Requirements.** ODGMO has worked with the U.S. National Archives and Records Administration (NARA) to establish standard electronic and paper record retention policies and requirements for all HUD programs to be incorporated into the Department's Records Management Handbook and back-office electronic grants management system business rules.

**HUD Office of Public and Indian Housing (PIH).** PIH has devoted substantial staff time toward HUD eGrants stakeholder activities. PIH staff participation provides input required on specific program needs, requirements and business processes. Implementation of the PIH Rental Assistance Enterprise Architecture facilitates the development of consolidated and streamline automation that will interface with eGrants. Development of the PIH Resource Allocation System component is serving as a catalyst/model for eGrants integration within HUD. Finally, PIH's cooperation and collaboration with all the committees and working groups of HUD's eGrants initiative that cover integrated systems development, form consolidation, business process validation, etc. contribute to HUD's compliance with streamlining and simplification requirements.

**HUD Office of Community Planning and Development (CPD).** CPD has taken a number of steps to streamline its grant programs consistent with the goals and objectives of P.L. 106-107. Specifically:

- For the **2004 Continuum of Care** national competition for homeless assistance grants, the Special Needs Assistance Programs (SNAPs) application was streamlined. The application consisted of a series of forms that should assist the grantees in applying for homeless funds and assist the SNAPs reviewers in the rating and ranking process. In addition, the office increased automated scoring for rating factors;
- **Streamlining and Simplification Activities on Consolidated Plan.** The Consolidated Plan Improvement Initiative is in response to the President's Management Agenda charge to streamline and make the process more results oriented. As part of the initiative, CPD has:

- Issued a report on the consultation with grantees, citizens and other affected parties that resulted in a series of ideas for change;
  - Encouraged a series of 27 pilot studies in streamlining to be undertaken in communities around the country. More than half of the pilot communities have completed their work. In one pilot, HUD Field Office staff developed an electronic format for the Consolidated Plan that combines three separate documents, the Five-Year Consolidated Plan, the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report (CAPER) to reduce duplication of data and improve the ability of HUD staff to review and analyze the data;
  - Seven proposed regulatory changes are currently awaiting publication as a proposed rule;
  - Two statutory changes will be included in the FY 2006 budget cycle; and
  - New guidance for developing Consolidated Plans has been issued and is available on the HUD website; and
- **Simplification of Youthbuild Grant Agreements.** CPD is now using the HUD 1044 Grant Award, which includes an attached template of boilerplate language and the grantee's budget. The streamlining of the grant agreement will allow the Youthbuild program to utilize a process currently used for Electronic Data Interchange (EDI) Special Projects. It also allows the Youthbuild and EDI Programs to be better positioned to comply with common administrative requirements captured in 2 CFR.

## **II. Internal Efforts to Create an Environment Conducive to Grants Streamlining and Simplification and Assess Impact of Changes**

### **General Approach**

HUD has worked aggressively to keep both HUD Headquarters, Field Office staff and the grantee community informed about the capabilities of Grants.gov and government policies that relate to the President's Management Agenda and the GMLoB.

**Outreach to Internal and External Constituencies.** HUD's grants webpage at [www.hud.gov/grants](http://www.hud.gov/grants) provides HUD staff, grantees and the general public with updates on new, changing and critical grants related information that impact HUD programs. Specific items of interest on our webpage are:

- DUNS;
  - Use of a Universal Identifier by Grant Applicants Notice;
  - How to Apply for a DUNS Number; and
  - How to Apply for Grants using Grants.gov;
- Grants.gov;

- Find Grant Opportunities; and
- Apply for Grants;
- OMB Guidance;
  - E-Government;
    - President’s Management Agenda;
    - OMB’s E-government Strategy;
    - E-Authentication Initiative;
    - Business Case;
    - Inter-Agency Electronic Grant Committee; and
    - Information Technology (IT) Architecture Overview;
  - Streamlining Activities Under P.L. 106-107;
    - 2002 Grant Streamlining Activities under P.L. 106-107;
    - Final Rule Establishing 2 CFR Subtitles A and B;
    - Revision to OMB Circular A-133;
    - OMB Notice on A-110;
    - Notice about Pooled Payments under OMB Circular A-110;
    - Proposed Office of Federal Financial Management Policy Directive;
    - Proposed Standard Data Elements;
    - Notice on OMB Circulars A-21, A-87 and A-122 Cost Comparison Chart 2004; and
    - Proposed Revisions to OMB Circulars A-21, A-87 and A-122;
  - Grants.gov Formerly eGrants;
    - Get Started;
    - Registration Checklist;
    - Request DUNS;
    - Central Contractor Registration (CCR);
    - Credential Provider;
    - Find;
    - Apply;
    - Index; and
    - Gov.Benefits.gov;
  - Grants Line of Business;
    - Final Request for Information;
    - Visions, Goals, and Objectives;
    - Press Release; and
    - May 20, 2004, Federal Agency Meeting; and
  - Debarment Drug Free Rule.

**Getting Ready for Grants.gov Outreach.** ODGMO developed a brochure, titled “Getting Ready for Grants.gov,” to hand out at workshops, conferences, exhibits, and to place on our website to inform our external and internal constituents about how to get ready to apply for funding through Grants.gov. The brochure provides information on how to register for a DUNS number and with the CCR. A copy of the brochure is posted on the HUD website at <http://www.hud.gov/grants>.

The brochure is being distributed at free, two-day, intensive Grant Writing Training Workshops being conducted state-wide by the Office of Faith-Based and Community Initiatives. Approximately 10,000 nonprofit applicants will be trained through these workshops on how to apply for HUD funds and encouraged to register to receive Grants.gov funding opportunity notifications, register with grants.gov and a credential provider, and apply for grants electronically using the Grants.gov portal.

HUD offered a copy of the brochure to the Grants.gov Executive Board for distribution to other agencies to incorporate their logo and reuse.

**2004 Edition of Connecting With Communities: A User's Guide to HUD Programs and the 2004 SuperNOFA Process.** ODGMO published the 2004 edition of Connecting With Communities: A User's Guide to HUD Programs and the 2004 SuperNOFA process, which provides detailed information on HUD's funding availability, program descriptions, information on grant programs and requirements for applying for funding, and information on formula based programs. The Guidebook provides a message to HUD's community partners from Secretary Alphonso Jackson advising that HUD's funding opportunities are placed at [www.grants.gov/Find](http://www.grants.gov/Find) and encouraging applicants to register at the Grants.gov website. The guidebook is distributed to approximately 60,000 entities on an annual basis. It is a tool for understanding HUD programs and is used throughout the year by HUD staff, constituents, grantees, applicants and the general public.

**Satellite Broadcasts.** ODGMO also conducted three satellite broadcasts on Getting Ready for Grants.gov, applying on line for funding, and the related federal government activities:

- May 17, 2004 - Using the Housing Counseling Training Program application as an example, provided grantees information on how to register for Grants.gov, how to find an application and how to apply via the Grants.gov website;
- August 3, 2004 - Update for HUD staff providing information on Grants.gov Find/Apply, HUD's rules implementing requirements for a DUNS number, the consolidation of administrative requirements into 2 CFR and other OMB Circular changes, the Grants Management Line of Business Working Group efforts to date, HUD eGrants Vision and status, Grants Management Segment Architecture and next steps; and
- August 10, 2004 - A broadcast for HUD applicants and grantees providing information detailed information on the Grants.gov registration process, finding funding opportunities and creating and submitting a grant application via Grants.gov.

**CPD Outreach.** CPD has been working with its grantee community to ready them for Grants.gov by informing grantees of the new requirement for a DUNS number and registration with Grants.gov including the CCR and a Credential Provider.

**HUD Accolades from the Grants.gov Executive Board.** During the August 4, 2004, Grants.gov Executive Board meeting, HUD was complimented on the quality of the Getting

Ready for Electronic Submission brochure and the outreach that it has conducted with grantees and constituents.

**Significant Drop in the Number of Forms for Application Submission in furtherance of P.L. 106-107, The Federal Financial Assistance Management Improvement Act of 1999.**

ODGMO has been working to streamline and simplify HUD's application and reporting requirements and in conjunction with the Office of the Chief Information Officer (OCIO) Data Modeling staff, is developing a GMLoB enterprise data model. Analysis has shown that forms used for application submission decreased by 11 percent from 65 forms in FY 2003 to 58 forms in FY 2004, while the number of programs increased by 23 percent. In addition, 10 forms were revised to reduce redundant or duplicative data elements.

ODGMO streamlined the OMB approval process by submitting the Logic Model, Race and Ethnicity Data Reporting and Survey on Ensuring Equal Opportunity Applicants forms for approval and use by multiple HUD grant programs with a single 83i submission and a matrix for all the programs covered. This is the first time that OMB allowed HUD to use one Federal Register notice and a matrix of programs to inform the public and receive an OMB approval action for HUD-wide forms. The standard OMB process would have required each grant program office to request approval for each form, publishing a Federal Register notice for public comment and receiving individual approvals for each program area. OMB worked with HUD staff to initiate a streamlined approval process to support HUD's form standardization efforts.

**Streamlining of Application Process.** ODGMO reviewed each program NOFA with a view towards streamlining and simplifying requests for information and to ensure that the OMB issued uniform Funding Announcement format was followed by all program areas.

**HUD eGrants Stakeholder Meetings.** ODGMO is chairing a HUD Stakeholders Working Group consisting of Headquarters and Field Office representatives from all of the grant program areas and IT staff, for the purpose of validating common business process models, providing recommendations for improvement of processes, creating common business flow models where appropriate and identifying office-specific business processes. An analysis conducted by HUD's Enterprise Architecture Team has determined:

- There are 185 business rules associated with HUD grant programs;
- 44 (24 percent) are program office specific;
- 141 (76 percent) are universal or non-program specific; and
- 18 (40 percent) of the program office specific rules are applicable to the award and administration phase.

The analysis will enable HUD to focus on areas of commonality for further streamlining and consolidation efforts. The analysis also clearly showed that the areas where the processes differed were directly related to program business rules associated to statutory or regulatory

requirements. HUD will be looking at these processes in the future to see if there are commonalities or if business practices could be made more common in areas that have similar business rule requirements.

#### **CPD Business Process Changes.**

- CPD is actively engaged in the development of a Concept of Operations and business process review for all CPD programs to allow for pre-award and post-award grants management through Grants.gov. CPD staff is also participating in HUD's enterprise-wide efforts for the HUD GMLoB and Enterprise Architecture consistent with OMB Initiatives.
- CPD collaborated with HUD's Office of Congressional and Intergovernmental Relations and Office of Public Affairs to streamline internal processes for developing and issuing public funding announcements.
- A CPD Task Force focused on areas in CPD's business operations where improvements could be made for more effective and efficient procedures and outcomes. These areas are:
  - Risk Analysis and On-Site Monitoring;
  - Grants Management for Formula and Competitive Programs; and
  - CPD systems.

The Task Force recommended that CPD revise the Risk Analysis scoring to eliminate repetition and increase relevance to actual risk, analyze the relationship between risk analysis and monitoring to see if there is a nexus, and determine opportunities to improve CPD systems integration/alignment (Grants Management Process (GMP), Line of Credit Control System (LOCCS), Integrated Disbursement and Information System (IDIS), Disaster Grants, Renewal Communities, Enterprise Communities and Empowerment Zones (RC/EZ/EC)) and impact of other eGrants/eGovernment initiatives.

### **III. Implementing the Recent Changes Affecting the Pre-Award Process**

#### **A. Grants.govFIND**

**Electronic Posting of Grant Announcements.** All (100 percent) of HUD's programs announced by public notice through a NOFA in 2004 were posted to the Grants.gov/Find site and available to the public at [www.Grants.gov/Find](http://www.Grants.gov/Find). HUD's Federal Register notices directed applicants to the Grants.gov/Find site rather than to HUD's hud.gov website or program area websites as was done in previous years.

**HUD Participation in Grants.gov Application Pilot.** The Office of Housing, Single Family Program Support Division through the Housing Counseling Program

participated in the Grants.gov “Test of the Edges” pilot. As part of the test, select Housing Counseling grantees volunteered to resubmit their FY 2003 grant applications through the Grants.gov portal. The program offices submitted a dummy application to Grants.gov and received it back from the portal. The test proved successful and helped HUD program managers learn about the grants.gov process. This learning experience resulted in Single Family Housing, Housing Counseling Program agreeing to participate in the Grants.gov Launch.

**Launch of HUD’s First Electronic Grant Application.** HUD launched its first fully electronic application on Grants.gov/Apply on May 12, 2004, for the Housing Counseling Training NOFA and received 20 applications via the Grants.gov portal by the June 14, 2004, due date. Of the 20 applications received, 13 applications were complete and received on time. Because the applications were complete, HUD staff saved processing time by not having to contact the applicants to cure a technical deficiency for missing items. This HUD milestone directly responds to the goal of the President’s Management Agenda for eGrants to expand eGovernment by providing electronic grant find and apply opportunities to the public. The success of this effort has provided HUD with further impetus to move ahead in getting more of its applications into electronic format for the FY 2005 SuperNOFA.

**HUD Rulemaking for Submission of Electronic Applications via Grants.gov/Apply.** On June 14, 2004, ODGMO submitted for Departmental Clearance a proposed rule providing for mandatory electronic submission when an application for funding assistance is placed on the Grants.gov/Apply site. Programs covered by this rule include grants, cooperative agreements, capital fund or operating fund subsidy programs, capital advance awards, Section 8 and Section 108 Loan Guarantees. The DUNS requirement does not apply to FHA insurance or loan guarantee transactions that are not associated with a grant program or a grant award. Once Departmental Clearance is completed, the proposed rule will be submitted to OMB for their review prior to publication in the Federal Register.

## **B. Announcement Template**

**Policy Guidance for Template Usage.** On October 9, 2003, the FY 2004 SuperNOFA Kickoff was held. HUD’s Deputy Chief of Staff, senior managers, grant program staff and program attorneys participated. A sample format for NOFA announcements using the OMB-approved format was prepared and distributed at the meeting. In addition to the template in outline form, a sample announcement was provided two programs sponsored by the Office of Policy Development and Research, Early Doctoral Student Research Grant Program and the Doctoral Dissertation Research Grant Program.

At the meeting, the Assistant Secretary and General Deputy Assistant Secretary for Administration indicated that all the NOFAs must be in the approved template format. The FY 2004 NOFA review process was used to oversee compliance to the template

All (100 percent) of the NOFAs issued in FY 2004 were in the approved format. The NOFAs included discretionary grants, capital advances (Section 202 Supportive Housing for the Elderly Program and Section 811 Supportive Housing for Persons with Disabilities Program) and voucher programs (Housing Choice Voucher Family Self-Sufficiency Program and Mainstream Housing Opportunities for Persons with Disabilities Program).

**Feedback on the Template.** Form HUD-2994, “You Are Our Client,” which is included with each NOFA, provides applicants an opportunity to make comments and suggestions for improving the application process. The comments received this year were generally favorable to the format change. Even more significant was the lack of comments complaining about the new format.

### **C. The Grants.gov Portal for Electronic Applications**

HUD is working to get its back office functionality ready to receive large numbers of electronic grant applications in FY 2005. HUD’s eGrants Objectives are to:

- Provide the best tools to HUD Program Offices so they can better manage grant programs, business partner relationships, and workload;
- Provide HUD business partners with integrated, federal information they can use to leverage housing and development services in communities;
- Improve data collection and analysis capabilities within the Department to better target community needs;
- Seamlessly integrate grant program functions with departmental financial processes to ensure fund accountability;
- Integrate performance information with budget data; and
- Integrate departmental operations and information technology investments in collaboration with government wide initiatives such as Grants.gov, GMLoB, and the government wide E-Authentication initiatives.

HUD has accomplished the following toward meeting these objectives.

- **HUD Posts and Receives Electronic Grant Applications.** The Office of Housing, Single Family Program Support Division, announced the Housing Counseling Training FY 2004 NOFA through Grants.gov/Find and Apply and applicants submitted their applications to the Grants.gov site. ODGMO downloaded the application packages and brought them to the program office on compact disk. At the time of the application due date, these submittals by Housing Counseling Training organizations accounted for approximately three percent of the total electronic applications received by the Grants.gov site;

- HUD plans to post two more funding opportunities (Capacity Building for Community Development and one other grant program) on Grants.Gov/Apply in 2004;
- **Interface with the Grants.gov Portal.** While HUD staff was able to electronically pull a small number of applications from the Grants.gov site and save them to a compact disc, HUD is aware that this is not a realistic long-term solution to receiving electronic grant applications. HUD is in the process of working on a phase I solution for the electronic receipt and distribution of grant applications from the grants.gov site to program managers. The phase I solution will also allow for receipt of documents from parties other than the applicant as part of the application package. HUD is looking to e-fax capabilities for those applicants that do not have the ability to send scanned documents with their application;
- **Data Architecture Team Efforts.** ODGMO has been working with HUD's Data Architecture Team under the OCIO, to convert current paper forms to electronic format. It is HUD's intent to make all FY 2005 discretionary grant programs available on Grants.gov by January 2005. To achieve this goal, HUD is asking program areas to discontinue form changes for the FY 2005 NOFAs, make maximum use of HUD and government-wide forms or forms that have already been developed by the Grants.gov forms factory, and work to standardize grant application and data collection requirements within their program offices. The work done to date is forming the basis for a HUD Enterprise Data Architecture for HUD's Grant programs;

HUD has prepared the required items (application forms, data analysis templates (DATs) and ramp-up schedule) for Grants.gov to create electronic application forms for HUD's FY 2005 competitive programs. However, at the request of Grants.gov, HUD is providing the information for their analysis in increments. The first increment contained 23 programs, which Grants.gov is analyzing. The second increment will contain 16 programs and the third will contain 15 programs. Grants.gov is reviewing the information and working with HUD to try to get as many programs as possible on Grants.gov/Apply in 2005. HUD is the only federal agency that has provided a Ramp-Up schedule to Grants.gov for all its competitive programs on a Department-wide basis. While HUD realizes that having all its programs on Grants.gov/Apply in FY 2005 is a very ambitious goal, HUD appreciates the effort by Grants.gov Program Management Office and HUD's program staff to try to make this goal a reality;

- **HUD Accolades from Grants.gov.** HUD was congratulated at the July 28, 2004, Grants.gov Stakeholder Meeting for getting all of the Department's competitive programs ready for the Grants.gov forms factory. HUD was also congratulated for the quality of the analysis conducted; and

- **eGrants Integration with Financial Management.** ODGMO is a member of the HUD Integrated Financial Management Improvement Project (HIFMIP) Working Group. ODGMO is working to ensure that there are appropriate linkages between HUD's GMLoB solution for management of our grant programs and HUD's future-state financial system. The major goals of the HIFMIP project are to:
  - Provide direct access to standardized, accurate, timely financial management information;
  - Link agency performance to costs, increased capability to accurately measure and report on program costs, and maximize on investment;
  - Ensure adequate funds control;
  - Reduce the number of systems; and
  - Eliminate audited related material weaknesses and reportable conditions.

#### **IV. Other**

**On-Line Business Contracting Opportunity Tool.** CPD's Technical Assistance Division, in concert with HUD's Office of Small and Disadvantaged Business Utilization (OSDBU), developed an on-line tool for outreach to small businesses to provide information on contracting opportunities through HUD's programs. In addition, a database of small business ready to provide technical assistance services on CPD programs to those in the small business community. In addition CPD created an On-Line Small Business Fair, which invites small businesses to make CPD aware of their capabilities and interest in participating in CPD contracting opportunities. HUD grant programs under 24 CFR 85.36(e) and 84.44(b) requires grantees to make affirmative steps to contract with small and disadvantaged business and woman-owned businesses for goods and services.

**America's Affordable Commutes Initiative (ACCI).** CPD is actively participating in Secretary Alphonso Jackson's priority Task Force to identify and remove regulatory barriers and the development of strategies for affordable housing. Activities include reviewing programs throughout HUD to identify possible barriers to affordable housing for removal or streamlining of regulatory barriers and instituting changes to regulations, as appropriate. HUD staff are also working with state, county and local governments, as well as the private sector, with a focus on HUD regulations regarding how they can impact on housing affordability and where they can be modified to remove regulatory barriers to affordable housing in America's communities. In furtherance of this initiative HUD:

- Instituted policy priority points in its competitive program NOFAs to provide an incentive to state and local governments to remove regulatory barriers and streamlining their process to make housing more affordable;

- Developed Operation RegNet, conducted a National Conference on Regulatory Barriers Research, planned several research projects and held roundtables with external groups and leaders in the field, and established a website called the Regulatory Barriers Clearinghouse located at <http://www.huduser.org/rbc/>; and
- Developed an awards program to recognize efforts to remove regulatory barriers to affordable housing.

### **Future Items**

Coordination With Other Federal Agencies. HUD is one of the first federal agencies to actively adopt mechanisms for collecting and reporting performance goals and objectives for each of our grantees and monitoring the results achieved in our grant programs. In 2003, HUD adopted a Results Oriented Management Assessment Logic Model. In researching which approach to take, HUD found that many state and local governments, as well as foundations were using this approach to identify and capture results data. HUD's Logic Model requires applicants to link their activities and tasks to HUD's strategic goals and objectives, as well as policy priorities. Each applicant is asked to discuss activities undertaken and provide outputs and outcomes for the major activities funded with HUD funds. In conducting training with our applicant/grantees, many of them indicated that they were already familiar with the Logic Model and were doing it for projects funded by the Department of Health and Human Services (HHS). Over the coming year, HUD hopes to enter into discussions with HHS to see if analysis of Logic Models can be done and results achieved from organizations that are funded both by HUD and HHS for common activities.

The Environmental Protection Agency (EPA) has also contacted HUD and is interested in finding out about HUD's Logic Model approach.

**Joint Training With Other Agencies.** HUD will be working with other federal agencies to develop a grants management certification program. The first official meeting of the Government-wide Certification and Training Team will be held September 23, 2004.

### **CPD Future Streamlining Initiatives.**

- New Consolidated Plan Guidance will be issued shortly, which will offer grantees options to assist them in reducing the paperwork burdens and time in overall preparation of required plans.
- The Consolidated Annual Performance Report sub-group is working on ways to streamline the annual reporting process. The Annual Report for CPD's four formula based programs, Community Development Block Grants (CDBG), Emergency Shelter Grants (ESG), Housing for Persons With AIDS (HOPWA) and Home Investment Partnerships Grants (HOME) is called the Consolidated Annual Performance and Evaluation Report (CAPER).

### **Attachments**

- Government-wide Report on the Implementation of Public Law 106-107

- 2004 Connecting With Communities: A User's Guide to HUD Programs and 2004 SuperNOFA Process
- Getting Ready for Electronic Application Submission Brochure
- HUD's March 26, 2004, Federal Register publication, Interim Rule for Implementation of Requirement in HUD Programs for Use of Data Universal Numbering System (DUNS) Identifier